



KING COUNTY
CASE MANAGER
DEPARTMENT OF JUDICIAL ADMINISTRATION
KING COUNTY DRUG DIVERSION COURT SERVICES

Hourly Rate Range: \$22.92 - \$29.06
Job Announcement: 05WM5562
OPEN: 10/12/05 CLOSE: 10/21/05

WHO MAY APPLY: This position is open concurrently to all King County employees and the general public. First consideration will be given to qualified King County career service employees.

APPLICATION PROCEDURE: Submit a [King County application form](#), data applicant sheet, a resume and a detailed cover letter describing your experience and how you meet or exceed the requirements for the position to: King County Department of Judicial Administration, 516 3rd Avenue, Rm. E-609, Seattle WA 98104 by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED) For additional information please contact Mary Taylor at (206) 296-7834.

WORK LOCATION: King County Courthouse, Seattle, and some time may be spent at the Regional Justice Center in Kent.

WORK SCHEDULE: Generally Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week.

PRIMARY JOB FUNCTIONS: This position provides drug court orientation and intake, conducts chemical dependency and mental health screenings, makes referrals to treatment agencies, serves as a liaison between the court and treatment agency and provides case management services to King County Drug Diversion Court defendants.

Specific duties are as follows:

- ◆ Accompany released drug court defendants daily from jail to drug court and provide them with orientation on the requirements and expectations of the drug court program.
- ◆ Collect social, mental health and criminal histories during drug court orientation.
- ◆ Schedule an intake appointment for defendant at most appropriate treatment facility utilizing American Society of Addiction Medicine (ASAM) patient placement criteria, the Diagnostic and Statistical Manual (DSM IV or its successors) of the American Psychological Association, and information gathered in orientation and screening.
- ◆ Provide information gathered during intake to treatment providers at the time of referral.
- ◆ Conduct in-custody, face-to-face chemical dependency and mental health screenings and prepare written reports.
- ◆ Work with treatment agencies to develop efficient methods for referral of defendants to treatment agencies for intake appointment; track number of referrals and intakes conducted at each agency on a weekly basis;
- ◆ Provide case management and general trouble shooting to drug court defendants regarding treatment placement and access to other social services.

- ◆ Maintain a current and working knowledge of community and social services and referral procedures.
- ◆ Participate in staffings and business meetings;
- ◆ Make case notes in file and electronic database as appropriate;

QUALIFICATIONS:

1. Three years experience working in a chemical dependency treatment setting or a mental health setting with individuals who have co-occurring chemical dependency and mental illness disorders;
2. Knowledge of DSM IV of the American Psychological Association and how to utilize it in mental health and chemical dependency screenings.
3. Specialized training or work experience in the criminal justice or corrections fields;
4. Experience working with indigent and multi-cultural populations;
5. Demonstrated ability to communicate effectively orally and in writing;
6. Demonstrated problem solving skills;
7. Demonstrated ability to work effectively as part of a professional team.
8. Experience in computerized data management, word processing, and email.

DESIRABLE SKILLS: Experience working in a co-occurring disorders treatment program within the criminal justice system. Experience working in a courtroom or legal setting.

SPECIAL REQUIREMENTS:

- Pass a Department of Adult and Juvenile Detention (DAJD) criminal background and reference check as required for professional access to King County facilities operated by DAJD;
- No felony convictions within the last seven years.
- Applicant must not be on probation and must not have any pending controlled substance-related charges, misdemeanor or felony.

Class Code: 8242 Sequence No. 0347

Supplemental Question for King County Drug Court Case Manager Job Announcement

1. Drug Court is a multidisciplinary, collaborative team which includes a Judge, defense attorneys, prosecuting attorney, police liaison, a Program Manager, Chemical Dependency Professional (CDP) treatment case managers, and outreach case managers (who assist with non-treatment needs such as housing, education and employment). The team makes recommendations about appropriate treatment plans but ultimately, it is the Judge's decision.

Please describe how you envision your role within this team and what skills you would bring. How would you handle a situation in which the Judge did not agree with a treatment recommendation that you felt strongly about?

2. The position requires three years experience working in a chemical dependency treatment setting or a mental health setting. Please describe your experience working with individuals who have co-occurring chemical dependency and mental illness disorders (Include dates, locations and a description of your duties).
3. Please describe any experience you have had working with homeless or indigent populations.
4. Please describe any experience you have had working with multicultural populations.